

Lindsay Parrett ..... Keyboard Shortcuts

It will probably take me a period of time to learn/memorize a number of these functions and have them become second nature to me!

[www.computerhope.com/shortcut.htm](http://www.computerhope.com/shortcut.htm)

Microsoft Word Shortcuts

Top 10 Keyboard Shortcuts

F1 –F12 Function Keys

Internet Explorer Shortcut Keys

Microsoft Outlook (Email)

A few functions I learned.....

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|------------------|--|
| 1. Ctrl + P      | print page being viewed (ex. Web page) |
| 2. Ctrl + S      | saves document/file                    |
| 3. F7            | spell/grammar/thesaurus check          |
| 4. Ctrl (- or +) | increase or decrease font size         |
| 5. Ctrl V        | paste                                  |
| 6. Ctrl X        | cut                                    |
| 7. Ctrl 1        | single space                           |
| 8. Ctrl 2        | double space                           |